



Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 14-53**



<http://dmva.alaska.gov/employment.htm>

POSITION TITLE: **Assignment effective NO Sooner than 1 OCTOBER 2014** Traffic Management Craftsman		AFSC: 2T071	OPEN DATE: 12 MARCH 2014	CLOSE DATE: 11 APRIL 2014
UNIT OF ACTIVITY/DUTY LOCATION: 168 th Logistics Readiness Squadron, Eielson Air Force Base, Alaska		GRADE REQUIREMENT: Minimum: E6 (<i>Promotion Eligible to E7</i>) Maximum: E7		
SELECTING SUPERVISOR: Maj Mellard	VACANCY: 0960211	PHYSICAL PROFILE: PULHES – 333223		

AREAS OF CONSIDERATION

- Area 1** On Board AKANG AGR (**ANY AFSC**)
- Area 2** Alaska Air National Guard members (**ANY AFSC**)
- Area 3** Nationwide (Military members eligible for membership in to the AKANG (**MUST HOLD ADVERTISED AFSC**)
All applicants MUST meet the grade requirement and physical/medical requirements outlined

MAJOR DUTIES MAY INCLUDE

- Plan, organize, performs and manages traffic management activities and the Integrated Receipt Process
- Use military and commercial transportation to move personnel, eligible dependents, material, and property
- Package, classify, and arrange cargo for shipment or storage
- Compute and document excess transportation costs. Prepare loss and damage reports
- Receive and package items for shipment or storage. Prepare budget estimates for materials and equipment
- Inspect items for identity, quantity, and condition. Segregate items requiring special handling
- Consider cost and special handling requirements when selecting preservation and packing material
- Certify hazardous cargo to be moved by surface and air. Advise on procurement and distribution actions
- Ensure convoy, hazardous, or oversized permits are required before movement
- Direct traffic management activities. Identify, mark, and label cargo for shipment or storage
- Inspect shipments to determine condition. Verify carrier service. Initiate discrepancy reports. Determine work priority
- Monitor preservation, packaging and handling of cargo being shipped or stored
- Maintain shipment in-transit visibility using various systems and methods (Gates, IGC, RFID, Tracker)
- Validate and approve charges in Syncada (PowerTrack); reconcile, process and certify monthly invoices for payment
- Receive property; verify cargo, off-load and inspect, identify special materiel and segregate, in-check into transportation system
- Utilize shipping/receiving documentation, verify materiel identification, process receipt transactions; move property to temporary storage locations
- Select and arrange travel routes for individuals and groups. Verify commercial travel office routing and fares
- Resolve administrative and operational problems and authorizes deviation from procedures
- Counsel personnel and eligible dependents on passenger movements
- Review official travel orders, determines transportation entitlements and excess travel costs
- Use carrier tariffs and rates to determine mode and cost of commercial transportation
- Monitor equipment availability, service to required destinations under current operating rights, shipping status
- Classify and arrange cargo for movement. Determine and schedule proper carrier equipment for loading and unloading
- Convert military nomenclature to commercial freight classification. Determine weight of commodities to be shipped
- Consolidates and routes shipments. Develop and maintain data reference files
- Determine cargo priority, and schedules movement accordingly
- Coordinate pickup and delivery of cargo shipments. Coordinate with base activities to control flow of inbound and outbound cargo
- Provide transportation data and support to contracting
- Maintain and issue transportation documents. Prepare passenger related travel documents
- Process pay adjustment vouchers for cost charge travel, and issues service and purchase orders
- Compute and document excess transportation costs. Prepare re-weighs and loss and damage reports
- Compile data for comparison with other shipment modes.
- Process contractor invoices and verifies services performed. Prepare shipment discrepancy reports
- Convert commercial documents to government bills of lading. Issue diversion and reconsignment certificates
- Operate and maintain material handling equipment, such as forklifts and pallet and hand-trucks
- Operate equipment including machines that weigh, band, staple, tape, and seal. Operate woodworking equipment
- Operate automated data processing equipment to prepare, transmit, and receive transportation transaction data
- Perform additional duties as assigned

INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – **Secret** (eligible to obtain)
- APTITUDE REQUIREMENT – ADMINISTRATIVE - 35
- STRENGTH APTITUDE - Demonstrated by Weight Lift of 70 lbs
- Must possess a valid state driver's license to operate government motor vehicles in accordance with AFI 24-301, *Vehicle Operations*
- Completion of Noncommissioned Officer Academy (correspondence or in-resident)
- **Immediately Promotion Eligible to E7:** Must have completed 9 years TIS and 24 months TIG, **MUST HOLD 2T0X1 AFSC**
- Upon selection, approval of Exceptional Family Member Program is Required for members with dependants

See page 3 for Preferred Qualifications and All Required Documents for Considerations

!!! IMPORTANT NOTICE!!!

Applications will be screened AFTER the job closing date, not prior. Please review your application for accuracy prior to and compliance prior to submission to JFHQ-AK/HRO.

**** SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, DON'T WAIT UNTIL THE CLOSE DATE TO SUBMIT****

Application packages will not be accepted after the advertised Close Date.

It is extremely important to follow the application instructions contained in the job announcement.

IMPORTANT NOTES:

Due to the volume of application packages received, packages received within 4 duty days of the close date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittal of any missing requirements after the close date will NOT be accepted. Questions pertaining to application requirements should be referred to JFHQ-AK/HRO. Only JFHQ-AK/HRO will determine qualification/disqualification.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations could result in disapproval.

It is the applicant's responsibility to ensure the submitted MPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates and ensuring overdue TDY codes are cleared.

APPLICATION REMINDERS:

All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applications must be complete upon initial receipt, in **1** single PDF package with **NO** blank pages emailed to AKNG-Apply@mail.mil, please refer to FAQs below to assist further.

Safe Access File Exchange (SAFE) is designed to provide [AMRDEC](https://safe.amrdec.army.mil) and its customers an alternative way to send files other than email. SAFE supports file sizes up to **2GB**. (<https://safe.amrdec.army.mil>)

Alaska National Guard Human Resources Office will notify candidates whose application is not complete and/or disqualified via the email address provided on the resume.

FREQUENTLY ASKED QUESTIONS (FAQ):

Q: How do I create one PDF file when some documents have electronic signatures?

A: Print all documents and scan as one document. Ensure that blank pages are no included in final PDF prior to sending to application.

Q: If I feel I am qualified for a vacancy, but do not have all required criteria in the advertisement, will I be considered for the position?

A: No. HRO contains criteria and application procedures unique to a specific position. Criteria vary with each advertised position; however, all positions require eligibility for AKANG membership, certain experience and grade requirements. Do not submit a package unless all requirements are met.

Q: If I want to apply for more than one position, can I send one package for all?

A: No. Separate packages are required for each position.

Q: What does "Immediately promotable" mean?

A: Immediately promotable means that all requirements; Current Rank, Time in Grade, Time in Service, PME, etc. have been completed for advancement to the next higher grade. Refer to ANGI 36-2502 for Airman, ANGI 36-2504 for officers.

Q: May I find out who or how many others applied for the position?

A: No. We will not release any information on any applicant.

Q: How do I pull my vMPF RIP?

A: Log into the AF Portal. Select "virtual MPF" under Top Links (left hand side of home page). Click on "Record Review/Update" (lower left corner). Click on "View/Print All Pages".

Q: Do I need to submit an AF Form 422 with PULHES?

A: Yes. An AF Form 422 must be submitted with ALL applications. If an AF Form 422 is not available for some reason, a World Wide Duty Statement can be in replacement of your AF Form 422.

Q: How will I be notified if I am selected?

A: Official notifications will be made from the selecting supervisor. All notifications are accomplished via email or telephone to the addresses or phone numbers you provided. Do not take any action that will obligate you or the government on the assumption that you will be selected. This includes selling your home, quitting your job, etc. You are not considered "hired" until you have published orders in hand.

Q: How long would my AGR tour be?

A: As appropriate, members will be advised of the tour length when/if selected for a position prior to acceptance.

PREFERRED QUALIFICATIONS

- Knowledge is mandatory of: federal and military transportation regulations, instructions, and directives; passenger and personal property entitlements; quality assurance evaluation procedures, United States and foreign customs regulations, and warehousing procedures; military passenger, freight, and personal property rate computations; packaging methods, specifications, and orders; hazardous cargo requirements; blocking, bracing, and tie down principles; and carrier capabilities and procedures for movement of passengers, cargo, and personal property in military and commercial air, rail, truck, and water systems
- Basic computer course and a course in typing is desirable
- Experience supervising functions such as preserving, packaging, packing, and quality control of personal or government property, or arranging transportation for DoD personnel
- Completion of the advanced traffic management course

INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations, RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
AGRs must have 12 months in assigned position or will not be considered for reassignment. <i>IAW ANGI 36-101. Airmen should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.</i>	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered..."		

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to AKNG-Apply@mail.mil. Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** Items 1-11 are **required** by the Human Resource Office to determine initial qualifications. If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position (Available on <http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 6 months)
5. Cover Letter & Resume
6. Copy of Valid State Driver's License
7. Last 3 Enlisted Performance Evaluations (If applicable)
8. Statement confirming applicant meets All Initial Eligibility Requirements (Available on <http://dmva.alaska.gov/employment.htm>)
9. CURRENT AGR/Mobility/ADSW Orders (If applicable)
10. Signed Statement of Administrative demotion (If applicable) (Available on <http://dmva.alaska.gov/employment.htm>)
11. Signed Statement of Agreement to Retrain (If applicant does not possess AFSC) (Available on <http://dmva.alaska.gov/employment.htm>)
12. Letters of Recommendation will be accepted

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF file with **NO** blank pages.

PDF File Name should be: (Position Announcement Number) Last name, First name, Grade (Example: **ANG 14-53 Doe, Jane E1**)

Email Subject should be: (Position Announcement Number) (Example: **ANG 14-53**)

Email Application Package to AKNG-Apply@mail.mil

QUESTIONS:

To verify receipt of application, you may call 907-428-6452 (DSN 317-384-4452)

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.